

SOLICITATION NUMBER: SOL-636-13-000001-A

VACANCY NUMBER: 12-13

SUBJECT: Solicitation for a Country Program Manager

SALARY: GS-15 (\$99,628.00-\$129,517.00. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

ISSUANCE DATE: March 12, 2013

CLOSING DATE: March 19, 2013

JOB LOCATION: Freetown, Sierra Leone

DURATION OF CONTRACT: Two Years

OPEN TO: To all interested U.S. Citizen Resident in Sierra Leone and Mission American Family Members

SECURITY ACCESS: Employment Authorization must be obtained prior to execution of the Contract

SUPERVISORY CONTROL: The incumbent will be expected to work independently with little direction and guidance.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. Citizen Resident individuals interested in providing Personal Services Contract (PSC) services as described in the solicitation below.

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed Application for Federal employment

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DS-174 including other documentation/information in Instruction to Applicants. (Incomplete or unsigned applications will NOT be considered). Forms can be downloaded from http://freetown.usembassy.gov/job_opportunities.html click on form on the right hand side of the site.

Applicants are required to sign the certification at the end of the DS-174. Applications that are received without a signature will not be considered for the position.

To be considered for the position, a candidate must meet the definition of resident USPSC and all of the eligibility requirements listed under Selection Factors in the solicitation. For the purpose of this solicitation, a resident USPSC is defined as a U.S. citizen or permanent resident who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement.

Complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to:

The Human Resources Office,
(Solicitation of Resident-Hire U.S. citizen PSC Country Program Manager Position)
United States Embassy
Southridge
Hill Station
Freetown

or

Via e-mail at: conakrypscjobs@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3MB.

Any questions in response to this solicitation must be directed to:

Mahamane A. Tandina,
Executive Officer
USAID/Guinea
TELEPHONE NUMBER: 00224-67-10-40-29/65-10-45 13

E-MAIL ADDRESS: mtandina@usaid.gov

Or you can visit the U.S. Embassy website http://freetown.usembassy.gov/job_opportunities.html for details of application procedure for this position.

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

POSITION DESCRIPTION:

1-INTRODUCTION:

USAID/Guinea has twinning responsibilities for the management of the Sierra Leone Assistance Program.

Sierra Leone has made considerable strides in recent years—rebuilding and consolidating the peace, promoting democracy at the national and local levels, increasing school enrollment for boys and girls, and stabilizing the economic growth rates at 5%–7% annually. However, the country remains one of the poorest in the world. Ranked 180 out of 187 nations on the United Nations most recent Human Development Index (2011), more than 70% of the country’s almost 6 million people live below the poverty line, while roughly one quarter of the population lives in extreme poverty. And despite this progress, Sierra Leonean women continue to suffer disproportionate inequality in terms of literacy rates, per capita GDP, access to land and gender-based violence.

Sierra Leone’s brutal 11-year civil war officially ended in 2002. Findings of the Truth and Reconciliation Commission (2004) stated that women and girls were deliberately targeted and became victims of physical and sexual violence perpetuated by all armed groups during the conflict. The TRC further found that women continue to suffer structural gender injustices which are entrenched and pervasive in all areas of social, political, economic, constitutional laws, traditional and customary practices. The TRC recommended that addressing these inequalities would require the abolition of discriminatory laws and practices, law reform, access to justice, institutional capacity building and the establishment of educational programs to influence a cognitive shift in the negative and stereotypical views that result in the oppression of women.

In October 2000, the United Nations Security Council unanimously adopted Resolution (UNSCR) on Women’s, Peace and Security. To ensure full participation of women in peace processes and for the integration of gender perspectives in conflict resolution and peace-building, Sierra Leone became one of the first countries to develop a National Action Plan for the implementation of the UNSCR.

Given the prioritization of the Government of Sierra Leone on the full implementation of the Sierra Leone National Action Plan, USAID/Sierra Leone has adopted a new country strategy with a Mission Goal that states: Inclusive Development Promotes Peace and Security. The USAID strategy will allow the agency to focus limited resources on these key areas, while building upon USAID/Sierra Leone's previous strengths and successes, and focusing programmatic activities on women's empowerment within its traditional programming areas in economic growth and governance. The Mission has adopted a single development objective to achieve this goal which states that Women Empowered as Decision-Makers Will Advance Democratic Governance and Economic Growth.

USAID/Guinea requires contracted services of a development assistance expert with strong interpersonal, program, and project development, monitoring, and reporting skills to manage the USAID assistance program to Sierra Leone. The position will be based in Freetown and will require periodic travel to Conakry for administrative support and coordination with the USAID/Guinea Mission.

2-POSITION DESCRIPTION

The contractor is required to possess an unusual high degree of competence, professional maturity, and well-rounded experience in performing a variety of program and project management functions. Managing this program requires a strong self-directed program manager. The design and implementation of USAID development assistance program activities is especially sensitive and difficult in the post-conflict country.

Working under the direct supervision of the Mission Director of USAID/Guinea or his/her designee, and subject to the Chief of Mission (i.e. Ambassador) authority, the contractor will participate in and provide substantive input to project design, development, implementation, monitoring, and reporting. S/He will also provide active program coordination with counterparts and implementing agencies; NGOs, including those receiving USAID funds and others; international organizations; representatives of the international donor community; USAID Regional Offices; and USAID/Washington cognizant staff. S/He will also work closely with and at the direction of the USAID/Guinea's Front Office, to ensure that activities planned and implemented remain consistent with USAID transition strategy for Sierra Leone.

USAID may, at some point in the future, establish a USAID Representative in Freetown. If/when this was to happen the Sierra Leone Program Manager would then report directly to the newly established USAID Representative.

3-DUTIES AND RESPONSIBILITIES

A. The Country Program Manager will be responsible for the management and oversight of grants, contracts, and purchase orders that serves as implementation mechanisms for USAID activities and programs in Sierra Leone. The Program Manager will serve as the Mission advocate for program performance impact in all areas of assistance, and will help set priorities for guidance of contractors, grantees, and other activity implementing

agencies. The Program Manager will also provide guidance in the design of activities to be implemented, in conformity with USAID policies, procedures, and sound activity management principles.

B. Specific functions may include, but are not limited to:

- Lead the gender centered strategy development and the design of a generation of new activities for USAID assistance to Sierra Leone. This involves strong networking skills with the host government, donor gender leads, and other contacts working in the area of gender.
- Monitoring and performing regular documented assessments in support of transition assistance functions regarding existing or proposed programs.
- Preparing and processing (or supervision of) program budget and activity documentation. This includes significant substantive input to the Annual Operating Plan & Results Report submission, Budget Justification, Congressional Notification, OYB reporting, etc.
- Providing recommendations on budget allocation levels for transition assistance activities.
- Preparing correspondences, cables and reports in response to inquiries or routine reporting documents regarding program activities.
- Attending, and in some cases, organizing, meetings and conferences and preparing follow-up cables and reports.
- Serving as the USAID humanitarian assistance liaison with others Bureaus. The Program Manager will regularly report on these activities, as directed by the Mission Director.
- Coordinating USAID program activities with those bilateral and multilateral donors who support similar activities. Networking with new potential donors such as the private sector.

Supervision Exercised:

Supervise three Senior FSN professional staff and one Administrative Assistant. Provide coordination and support for the FFP Representative in Sierra Leone.

Supervision Received:

The contractor will perform other appropriate duties, as assigned by the Mission Director or his designee or by the Ambassador or DCM of U.S. Embassy Freetown and professionally carry out interagency functions as part of the U.S. Embassy Mission in Freetown.

The contractor is subordinate to the Mission Director of USAID in all respects. Responses to Directives or requests from others sources will be provided through the Mission Director, unless otherwise agreed.

LEVEL OF CONTACTS:

The selected applicant must be able to work and communicate effectively at the Ministerial level of the host country government, and with persons and partners from all sectors of the USAID program. Interaction with Minister-level officials is subject to prior clearance from the Embassy/Freetown Front Office.

QUALIFICATIONS AND SELECTION CRITERIA:

The technical scope of the program is complex and requires the services of a seasoned program manager with knowledge of development assistance. Required professional qualifications and skills include:

- **Education (20 points):** A University degree in International Development, Public Administration or related fields. A master's degree is desirable.
- **Experience (25 points):** Minimum ten years recent experience in international development and program management. Experience in gender related programming is highly desirable. Relevant experience in West Africa or in Africa generally is preferred. Relevant experience overseas, particularly with transition programs and traditional development programs.
- **Knowledge Skills and Abilities (45 points):** A thorough knowledge of USG and/or International Organizations policies, procedures, reporting and systems is required. Current knowledge of political and economic conditions in Sierra Leone, Liberia, and Guinea is desirable. Knowledge of USAID gender policy is desirable. The contractor should have demonstrated professional ability through assuming senior management and leadership roles. He/She should be resourceful, have good judgment, and have the ability to work with foreign nationals. The contractor must have management, conceptualization, analytical, negotiating, problem solving, writing, and oral communications skills. User-level ability to work with computers and common software programs is also required
- **Language (10 points):** Excellent writing and oral presentation skills and English at FSI 5 level.

TOTAL POINTS: 100

INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal employment form (DS-174), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly

demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. The form is available on http://freetown.usembassy.gov/job_opportunities.html or obtain copy from the Human Resources office in Freetown

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received;
3. Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of the DS-174 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Freetown, Sierra Leone.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. Please note **unsigned applications shall NOT be considered.** To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. E-mail must be received by the closing date and time specified in the cover letter.

VI. U.S. RESIDENT HIRE PERSONAL SERVICES CONTRACTOR (JUNE 1990):

A contractor meeting the definition of a U.S. Resident Hire PSC contained in Section 12, General Provisions, Clause 1, Definitions, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), allowances, or differentials.

10. SECURITY AND MEDICAL CLEARANCE: The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time, any offer made may be rescinded.

11. PERIOD OF SERVICE: The Personal Service Contract will be for two years (on or about May 06, 2013 to o/a May 05, 2015), renewable annually for up to a total of **5 years**, subject to availability of funds, HR/Washington's approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance. The position must be re-advertised, and position description reviewed after the 5 year period based on the same terms and conditions mentioned above for renewals.